

**MERIT STAFFING  
VACANCY ANNOUNCEMENT**

**U.S. DEPARTMENT OF LABOR  
An Equal Opportunity Employer**

<b>Position:</b> Supervisory Contract Compliance Advisor  <b>Series/Grade:</b> GS-0301-15	<b>Announcement No:</b> ETA-03-001
	<b>Opening Date:</b> January 10, 2003
	<b>Closing Date:</b> January 24, 2003
<b>Salary Range:</b> \$94,914 - \$123,388 (includes locality pay of 11.48%)	<b>Number of Vacancies:</b> One (1)
	<b>Bargaining Unit:</b> Outside Bargaining Unit
<b>Organizational/Geographic Location:</b> Employment & Training Administration Office of Financial and Administrative Management Office of Grants and Contract Management Division of Resolution and Appeals	<b>Promotion Potential:</b> None
	<b>Civil Service Status Required:</b> Yes
	<b>Temporary Position:</b> No – Permanent Position
	<b>Part-time Position:</b> No – Full-Time Position
<b>Duty Station:</b> Washington D.C.	<b>Area of Consideration:</b> Status Government Candidates and *ICTAP Eligibles Within the Local Commuting Area.

Applications will also be accepted from persons who qualify under noncompetitive hiring authorities (within the area of consideration), such as (but not limited to) Veterans Readjustment Appointment (VRA eligibles), 30% or more compensable veterans, persons with disabilities, Outstanding Scholar, or present/former Peace Corps personnel. Additionally, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after substantially completing three years of continuous active military service may apply under the Veterans Employment Opportunity Act.

Detailed application instructions and an on-line application form are available on the Employment and Training Administration, Office of Human Resources web site at URL: <http://doleta.wdsc.org/jobs>.

<b>Position Duties and Responsibilities:</b>
<p>This position is located in the United States Department of Labor (DOL), Employment and Training Administration (ETA), Office of Financial and Administrative Management (OFAM), Office of Grants and Contract Management (OGCM), Division of Resolution and Appeals. The Division of Resolution and Appeals is responsible for providing policy guidance to National and Regional office components of audit resolution and appeals issues.</p> <p>The incumbent's primary responsibilities will include the following:</p> <ul style="list-style-type: none"> <li>• Manages and supervises the overall operations of the Division of Resolutions and Appeals. Supervises employees within the Division of Resolution and Appeals. Has full supervisory responsibilities, in addition, to individual assignments.</li> <li>• Makes final decisions on behalf of ETA/DOL, on contractor/grantee compliance with program, financial and administrative policies, regulations and standards. Negotiates on behalf of ETA/DOL sanctions and administrative corrective actions to accommodate compliance problems.</li> <li>• Serves as an expert Contract/Grant Officer with signatory authority for determinations associated with financial and non-financial audits.</li> <li>• Serves as an advisor to DOL officials, program managers and OGCM staff regarding resolution and appeals issues. Serves as a DOL and ETA representative at conferences, hearings and meetings.</li> <li>• Has overall oversight and authority for the analyses of audit documents, pertinent regulations, legislation and financial records used in developing initial final audit findings. Directs the background research of compliance problems of a highly, controversial and complex nature.</li> <li>• Represents ETA and DOL's position at Administrative Law Judges hearings when contractors/grantees dispute final compliance decisions. Serves as an authoritative source for audit resolution and appeals policy development for</li> </ul>

**Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by closing date of this vacancy announcement.)**

To be eligible, applicants must have at least one (1) year of specialized experience in or directly related to the position, such as Federal audit resolution and appeals issues which, has equipped the applicant with specific knowledge, skills and abilities. **Specialized experience must have been equivalent to GS-14 in the Federal Service.**

**Time in grade requirements must be met within 30 calendar days of the closing date of this announcement.**

\*ICTAP (Interagency Career Transition Assistance Program) candidates: Applicants applying for special selection priority under 5 CFR Part 330 Subparts C or G (ICTAP), must be well qualified and submit proof of eligibility, i.e., RIF separation notice, certificate of expected separation, or other agency certification that you are in a surplus occupation; submit the last or current performance rating of record of at least fully successful or equivalent; apply for a vacancy at or below the grade level from which separated; file an application for a specific vacancy within the time frame indicated in the announcement; and be well qualified for the position. If separated through compensable injury or disability, no performance rating is required. Well qualified is defined as: A rating of at least A Good on evaluation factors designed as High (H).

**CONDITIONS OF EMPLOYMENT**

The following statements apply if checked:

- |   |  |
|---|--|
| <input type="checkbox"/> Requires a security clearance  | <input type="checkbox"/> Subject to frequent overtime              |
| <input type="checkbox"/> Requires a medical examination   | <input type="checkbox"/> Subject to frequent travel                |
| <input checked="" type="checkbox"/> Subject to financial disclosure requirements  | <input type="checkbox"/> Requires a valid drivers license          |
| <input checked="" type="checkbox"/> Requires a supervisory/managerial probationary period if the requirement has not been met | <input type="checkbox"/> Subject to geographic mobility            |
|   | <input type="checkbox"/> Subject to drug test prior to appointment |

**METHOD OF EVALUATION**

Applicants meeting the minimum qualification requirements for this position may be further evaluated against other job related factors to determine who will be referred to the selecting official. The rating and ranking of candidates to determine the best qualified will be accomplished by comparing the candidate's knowledge, skills and abilities against those of other eligible candidates for each of the evaluation factors. The most important factors will be designated by the letter (H), indicating high. These factors are essential to the successful performance of the duties of the position. The candidate's experience, training, awards and performance appraisal will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information needed by the closing date of this announcement. Current and/or past supervisors may be contacted unless specified otherwise. Applicants may be interviewed by a panel and/or the selecting official or his/her designee.

In addition to meeting the minimum qualifications and eligibility requirements for special priority consideration, ICTAP candidates must meet the desired level of performance as indicated by the knowledge, skills, and abilities and be rated A well qualified. @ Well qualified is defined as a rating of at least "Good" on evaluation factors designed as High (H).

**IT IS HIGHLY RECOMMENDED THAT ALL APPLICANTS ADDRESS EACH OF THE EVALUATION FACTORS LISTED BELOW. FAILURE TO ADDRESS THESE EVALUATION FACTORS MAY IMPACT YOUR FINAL RATING OR RANKING.**

1. Expect knowledge of Federal audit resolution and appeals policies to provide oversight over the resolution and appeals process. **(H)**
2. Comprehensive skills in oral and written communication in order to develop clear and concise audit determinations and to communicate with a range of individuals and groups. **(H) (M) for ICTAP candidates.**
3. Ability to analyze, evaluate and finalize financial and non-financial audit findings consistent with ETA's programs statutes, regulations and financial management regulations. **(H)**
4. Expect leadership skills to supervise employees and to manage the Division's overall programs. **(H)**
5. Extensive knowledge of Federal programs related to grants, contracts and financial management. **(H)**

## HOW TO APPLY

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including an Standard Form (SF) 171, you choose. Certain information is needed in order to evaluate your qualifications for the job, therefore, your application **must** contain the following information:

- Vacancy announcement number, title, series, grade for the job for which you are applying
- Full legal name and mailing address
- Social Security Number (SSN)
- Country of Citizenship – **MUST BE U.S. CITIZEN**
- Veterans Preference
- Daytime and evening telephone numbers
- For experiences most relevant to the position, include name of employer, dates of employment, job title, start and end dates, a description of your duties and responsibilities and hours worked per week for each job listed.
- Title, series and grade and dates of highest Federal civilian position held
- For education, include name, city, and state of high school and colleges/universities attended as well as date of diploma or GED. Also include type and year of any degrees received and majors. If no degree, include total credits earned and indicate whether semester or quarter hours. Do not send transcripts unless checked below.
- To receive credit for relevant training, list seminar/course titles, dates, number of hours and name of the institutions from which training was received.
- Description of honors, awards, and special qualifications such as language skills, computer skills along with dates acquired, if relevant to position.
- If applying for reinstatement or transfer, attach a copy of the appropriate SF-50, Notification of Personnel Action, which confirms your status.

### **The following material is required if checked:**

- ☒ -- Most recent supervisory performance appraisal **or** a statement with reasons why you do not have a supervisory appraisal is required for all applicants.
- ☒ -- SF-50, Notification of Personnel Action (Required for all current or former federal applicants).
- ☐ -- College transcript (Required if qualifying based solely on education or a combination of education and experience.
- ☐ -- Other:
- ☒ -- Please complete and submit the attached Applicant Background Questionnaire, OMB No. 1225-0072, with your application. Submission of this form is optional. Data collected will be used only in aggregate, to assess the effectiveness of outreach efforts. Consideration for this job will not be affected by failure to submit this form. **We will acknowledge receipt of your application if it is accompanied with this form.**

### ***Mail your application to, or secure forms or information from:***

U.S. Department of Labor  
Employment and Training Administration  
Office of Human Resources  
200 Constitution Avenue, NW, Room N-4656  
Washington, DC 20210

#### **Attn: Shelley DeCrane**

Commercial: (202) 693-3397  
Fax: (202) 693-3734  
TTY: (202) 593-3924

**An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, your complete application must be in our office by the closing date of this announcement.**

## ADDITIONAL INFORMATION TO APPLICANTS

All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, disability, political affiliation, labor organization affiliation, marital status, sexual orientation, or other non-merit factors.

The Department of Labor welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons.

-Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulation.

-If the position is announced with promotion potential, the incumbent may be promoted without further competition upon meeting all legal regulatory requirements. However, promotion is not guaranteed and no promise is implied.

-Travel and relocation costs will be paid for employees of the Department for promotion. Other moves are payable if

relocation is determined to be in the best interest of the government.

-Selection for this position may be made as a result of this announcement or by any other appropriate means including reassignment, reinstatement, new appointment, transfer or change to lower grade.

-Special Note to Outside Applicants: Male applicants between the ages of 18 and 25 are eligible for appointment only after registering with the Selective Service System.

**This vacancy is also being announced under competitive notice procedures. Status candidates who wish to be considered under both merit staffing and delegated examining procedures must submit an application package under each announcement number.**

**You can view a listing of ALL ETA job announcements by visiting the following link:**

**[http://wdsc.doleta.gov/jobs/ETA\\_Jobs/vacstat.cfm](http://wdsc.doleta.gov/jobs/ETA_Jobs/vacstat.cfm)**

# U.S. DEPARTMENT OF LABOR

## APPLICANT BACKGROUND QUESTIONNAIRE

OMB No. 1225-0072  
30-2002)

FORM APPROVED (Exp. 4-

The U.S. Department of Labor is requesting your completion of this form to assist the agency in evaluating and improving its efforts to publicize job openings and to encourage applications for employment from a diverse group of qualified candidates, including minorities and persons with disabilities. The Department will use the data you supply to determine how many applicants are from different groups and how many of these applicants are qualified for the job in question. The Department will then assess the effectiveness of specific outreach efforts and means of communicating information on job vacancies in light of this information.

EFFECTS OF NONDISCLOSURE: Providing the information requested on this form is voluntary. This information will have no effect on hiring decisions.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number.

Information provided on this form will be used for program evaluation. Personal identifying information will not be included in the tabulation of data in the DOL database.

The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the U.S. Department of Labor, Human Resource Services Center, FPB, Washington, D.C. 20210; and the Office of Management and Budget, Paperwork Reduction Project, Washington, D.C. 20503.

Solicitation of this information is in accordance with 5 CFR Section 720, A Federal Equal Opportunity Recruitment Program@ (FEORP).

### PLEASE COMPLETE THE FOLLOWING:

Name:

Do you have a Disability? ☐ Yes ☐ No  
If You checked A Yes@ above, is your disability one of the targeted

below? ☐ Yes ☐ No

- ☐ Blind
- ☐ Deaf
- ☐ Missing Extremity(s)
- ☐ Partial Paralysis
- ☐ Complete Paralysis
- ☐ Convulsive Disorder
- ☐ Mental Retardation
- ☐ Mental Illness
- ☐ Genetic or physical condition affecting limbs or spine

Sex: ☐ Male ☐ Female

Title, Grade, and Announcement Number Of Position for which applying:

### ETHNIC SELF-IDENTIFICATION

Are you Hispanic, Latino, or of Spanish Origin? (Definition: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.) ☐ Yes ☐ No

### RACE SELF-IDENTIFICATION

Please read the descriptions, then mark one or more races to indicate what you consider yourself to be.

- |   |  |
|---|--|
| <input type="checkbox"/> American Indian or Alaska Native | -- A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.  |
| <input type="checkbox"/> Asian                            | -- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. |
| <input type="checkbox"/> Black or African American        | -- A person having origins in any of the black racial groups of Africa.  |
| <input type="checkbox"/> Native Hawaiian or               | -- A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.  |
| <input type="checkbox"/> Other Pacific Islander           |  |
| <input type="checkbox"/> White                            | -- A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.   |

### SOURCE OF INFORMATION ABOUT THIS VACANCY: (Check all that apply)

- ☐ 1. Magazine
- ☐ 2. Newspaper
- ☐ 3. Radio/Television Broadcast
- ☐ 4. Agency Personnel Office
- ☐ 5. State Employment Office
- ☐ 6. Government Recruitment at School
- ☐ 7. Federal, State, or Local Job Info. Center
- ☐ 8. Friend or Relative Working for the Agency
- ☐ 9. Internet
- ☐ 10. Federal/DOL Jobsline

\_\_\_\_ 11. Other